

Job Description

Job Title:	Cellular Pathology Laboratory Manager
Hours:	Contract - 37.5 hours per week
Responsible to:	Clinical Lead Pathologist
Accountable to:	Matron/Chief Executive

Job Purpose

To provide professional, operational and quality management of the Histopathology and Cytopathology service, ensuring the delivery of a safe, effective, responsive and patient-focused diagnostic service.

The post holder will be responsible for the day-to-day management of the Cellular Pathology Laboratory, leading staff, maintaining quality standards, ensuring regulatory compliance, managing resources and supporting service improvements. The post holder will work in partnership with Consultant Pathologists and senior managers to develop a sustainable and high-quality service.

Key Responsibilities

Operational Management

- Coordinate and manage the delivery of Histopathology and Cytopathology services, ensuring the efficient day-to-day operation of both sections.
- Participate in and supervise routine and specialist laboratory work as required.
- Ensure diagnostic services meet agreed turnaround times and performance standards.
- Monitor workload, staffing levels and service capacity.
- Oversee the authorisation, accuracy, and validity of laboratory results.
- Develop and implement departmental protocols in conjunction with the Professional Lead.
- Develop and implement business continuity arrangements.
- Ensure efficient use of laboratory resources and equipment to deliver a high-quality, efficient, and responsive service.
- Advise senior management on operational, quality, staffing, and strategic matters relating to Cellular Pathology services.
- Lead transformation initiatives to improve quality, efficiency and patient outcomes.

Professional and Scientific Leadership

- Act as professional lead for Biomedical Scientists, Medical Laboratory Assistants and support staff within Cellular Pathology.
- Ensure scientific practice complies with current legislation, national guidance and professional standards.
- Promote evidence-based practice and continuous service improvement.

- Support implementation of new technologies and diagnostic techniques.
- Provide specialist scientific advice to clinicians, managers and laboratory staff.
- Ensure the accuracy, validity, and integrity of laboratory results and oversee investigations into quality or technical issues.

Quality Management and Governance

- Act as Quality Lead, overseeing the Quality Management System ensuring compliance with ISO 15189 standards and maintain UKAS accreditation.
- Oversee quality assurance, quality control, audit programmes and management reviews.
- Investigate incidents, complaints and non-conformances through the risk management system.
- Lead root cause analysis and implementation of corrective and preventive actions following incidents, audits and assessments.
- Manage internal quality control processes to ensure the quality and reliability of laboratory results.
- Ensure participation in relevant External Quality Assessment (EQA) schemes.
- Monitor quality indicators and key performance indicators.

Workforce and People Management

- Ensure that all staff receive appropriate training and supervision.
- Identify training and development needs, coordinate the provision of training, and support the continuous assessment and maintenance of staff competency.
- Conduct appraisal, performance management and objective-setting processes.
- Manage employee relations issues in accordance with organisational policies.
- Undertake recruitment, workforce planning and succession planning.
- Foster a culture of continuous learning, inclusion, wellbeing and professional excellence.

Financial Management

- Plan and manage the Cellular Pathology budget and financial resources effectively.
- Liaise with Accounts department to monitor expenditure against budget allocation.
- Contribute to business cases for service developments
- Support procurement processes for laboratory equipment, consumables and services.
- Ensure value for money while maintaining service quality and patient safety.

Regulatory Compliance

- Ensure compliance with:
 - UKAS ISO 15189 Standards
 - Human Tissue Act requirements
 - Health and Safety legislation
 - COSHH regulations
 - GDPR and information governance requirements
- Act as lead contact during inspections and assessments

Health and Safety

- Ensure compliance with Health and Safety legislation, COSHH regulations and organisational policies.
- Maintain a safe working environment for staff, patients and visitors.
- Lead risk assessments and implementation of risk mitigation measures.
- Ensure appropriate management of hazardous substances, specimens and waste.
- To organise adequate provision for security and fire prevention

Communication and Relationship Management

- Develop effective working relationships with all users of the service, pathologists, clinicians, managers and other departments within the UIC.
- Represent Cellular Pathology at internal and external meetings.
- Handle sensitive and confidential information appropriately.
- Engage staff positively during periods of change and transformation.

General Duties

- Communicates effectively with all members of the team and users of the service, being courteous, respectful and ensuring confidentiality at all times to enable the delivery of high quality patient care. Maintains good professional relations.
- Co-operates with the off duty scheduling so as to provide efficient and safe cover ensuring appropriate skill mix is provided at all times.
- Attends and participates in meetings as required.
- Reads, understands and adheres to all Ulster Independent Clinic policies and procedures.
- Complies with the Ulster Independent Equal Opportunities Policy at all times.
- Attends all mandatory in-service training and lectures.
- Actively participates and contributes to the continuous improvement and future needs of the Department.
- Carries out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
- Participates in Continuing Professional Development and continually updates knowledge in current and emerging technologies according to professional guidelines, maintaining their own personal development file.
- Adhere to and abide by professional code at all times.

The above is not an exhaustive list of duties and should be regarded as providing guidelines in which the individual works. This job description is subject to review in light of changing circumstances and operational requirements.

ADDITIONAL JOB INFORMATION

Responsibilities for patient care

The post holder must demonstrate extensive use of personal judgement based on advanced experience and knowledge to ensure correct decisions are made by staff on all aspects of specimen processing and test interpretation that may directly affect patient care and management. They must also ensure that appropriate medical staff are informed of any significant abnormal findings as soon as possible.

Communications and Relationships

The post holder must effectively liaise and communicate with all members of the cellular pathology department, and also, when required, to speak with doctors, consultants and occasionally patients, tactfully and positively. Communication will also be required with other staff within the hospital and with GP practices and NHS Trusts.

Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with Data Protection and GDPR Legislation. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with Data Protection and GDPR Legislation.

Systems and IT skills requirements

All staff need to have the essential IT skills in order to use the Clinic's CPL Clinical Information System as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

Health & safety

All staff must comply with all Clinic and CPL Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Professional registration

- i) As a Biomedical Scientist you are required to have membership of the HCPC to practice and it is a condition precedent of your work in the Clinic to maintain membership. It is also your responsibility to comply with the relevant body's code of practice.
- ii) You are required to advise the Clinic if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.

iv) It is a requirement to have current professional indemnity insurance to work in CPL. This can be obtained through Trafalgar Insurance.

v) You must provide your manager documentary evidence of registration with the HCPC and current professional indemnity before your work commences or, at the latest, on your first day of work. Furthermore throughout your work with the UIC, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body.

Risk management

All Clinic employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff has a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of patients and others who may be affected by acts or omissions.

Infection Control

All Clinic staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Clinic.

Financial Responsibilities

All staff are responsible for the security of the property of the Clinic, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including UIC Anti-Fraud and Bribery Policy.

Safeguarding Children and Adults

All staff must be familiar with and adhere to UIC safeguarding protection procedures and guidelines.

Person Specification

Notes to applicants:

- a) Applicants will be assessed only on the information provided in the Application Form. Therefore you must clearly demonstrate on your Application Form how you meet the required criteria, as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.
- b) Shortlisting will be carried out on the basis of the essential criteria set out below, using the information provided by you on your application form. Please note the Clinic reserves the right to use any desirable criteria outlined below at shortlisting.

ESSENTIAL CRITERIA	
The following are ESSENTIAL criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted.	
Qualifications Registration	• Current registration as a Biomedical Scientist with the Health and Care Professions Council (HCPC). • Institute of Biomedical Science (IBMS) accredited BSc (Hons) degree or equivalent approved by the HCPC. • Hold the IBMS Specialist Diploma in Cellular Pathology. • MSc in a relevant discipline; or an IBMS Higher Specialist Diploma; or be a Fellow of the Institute of Biomedical Science or equivalent; or be currently undertaking one of these qualifications. • Obtain and maintain professional indemnity insurance.
Experience	• Significant post-registration experience in Cellular Pathology, including Histopathology and Cytopathology • Detailed knowledge and understanding of Quality Management systems in line with UKAS standards and BS EN ISO 5189:2022. • Experience of leading Quality Management systems – quality improvement and service development initiatives. • Experience managing resources (staff and equipment) within a laboratory environment. • Understanding and knowledge of Risk management and clinical governance in a laboratory setting. • Evidence of continuing professional development • Flexibility in working pattern to meet service needs.

ESSENTIAL CRITERIA - CONTINUED

Experience Continued	The post holder will be required to have: • Competence in theoretical and practical aspects of Cellular Pathology. • Experience of laboratory audits and risk assessments. • Ability to lead organisational change and service transformation. • Knowledge of Human Tissue Authority requirements. • Knowledge of Health & Safety legislation and COSHH. • Knowledge of Data Protection and Quality requirements.
Key Performance Measures	The post holder will be expected to: • Maintain UKAS accreditation to ISO15189 • Achieve Histopathology and Cytopathology turnaround time targets. • Deliver services within allocated budget. • Achieve satisfactory EQA performance. • Maintain staff competency compliance. • Deliver service improvement objectives. • Meet governance and audit requirements.
Pre-employment checks	Satisfactory completion of following checks prior to confirmation of appointment: • Two references • Satisfactory *ACCESSNI clearance. • **Evidence of right to live and work in UK • Health Screening • Proof of qualifications and professional registration will be required if a conditional offer of employment is made – if you are unable to provide this, the offer may be withdrawn.
Personal Skills and Competencies	• Strong leadership and people management skills. • Excellent analytical and problem-solving abilities. • Financial and resource management skills. • Advanced understanding of laboratory information management systems (LIMS). • Strong understanding of risk management and clinical governance • Ability to work under pressure • Good interpersonal and team-working skills • Patient Focused • Effective Communication and Interpersonal skills • Effective Planning, Organising, Prioritising and Time Management skills

DESIRABLE CRITERIA

Desirable criteria will **ONLY** be used where it is necessary to introduce additional job related criteria to ensure files are manageable. You should therefore make it clear on your application form how you meet these. Failure to do so may result in you not being shortlisted.

Experience Qualifications Registration	• Leadership or management qualification. • Experience of budget management, procurement, and resource planning. • Experience of preparing for and managing accreditation inspections. Should this be essential?	
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Please refer to our website for the following policies in relation to your application:

<https://www.ulsterindependentclinic.com/careers>

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants
- Policy on handling & storage of information

*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

*AccessNI Code of Practice at the following website address:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

*AccessNI Privacy Notice at the following website address:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

****You must have the legal right to work in the UK and in line with its legal obligations Ulster Independent Clinic will carry out Right to Work documentation checks prior to appointment. This will include checking documentation for those with Settled or Pre Settled status under the EU Settlement Scheme. Please note that whilst we welcome all applications regardless of national origin we do not hold a UK Home Office Sponsor Licence and we are therefore unable to sponsor applicants under the new UK Home Office points based immigration process.**

Starting salary: £60,278

We offer an excellent remuneration package accruing with service, including:

- Excellent salary, commensurate with experience
- Duty enhancement payments
- Generous Pension Scheme
- Private Health Insurance and Life assurance
- Annual Leave entitlement up to 43 days
- Paid sick leave
- Complimentary meals and paid meal breaks
- Car parking
- Discretionary Annual Bonus
- Enhanced maternity pay
- Learning and development opportunities. The Ulster Independent Clinic is committed to supporting staff who wish to undertake further studies relevant to the post.